

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

329

PAGE
NO.

1. ✓

1. Requesting Agency

FISCAL RESEARCH BUREAU

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A

☒ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☐ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1.

CORRESPONDENCE RE ANNUAL REPORTS OF FINANCIAL CONDITION
(BOARD OF PUBLIC WORKS FILE (1927-1946))

Size: 8½" x 11"

Dates: 1923-1946

Quantity: 1½ cubic feet

File Arrangement: Alphabetical by name of municipality,
county, or taxing district

Disposable Amount: 1½ cubic feet

This file, formerly in the custody of the Board of Public Works, was transferred to the Fiscal Research Bureau in 1947 when, by law, the Bureau became responsible for receiving and filing Annual Statements of Financial Condition. The file consists of letters of transmittal, requests for additional information, reminders that reports are overdue, copies of reports of audit, etc. Also included are clippings of reports published in County newspapers (1922-1930) which were transferred to the Bureau by the Librarian of the Department of Legislative Reference.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Director

Title

5/27/58

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

Date

Secretary